

POSITION DESCRIPTION (Please Read Instructions on the Back)

1 Agency Report No.
R399068

2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Twin Cities, MN		5. Duty Station		6. OPM Certification No.	
Explanation (Show any positions replaced) New OF-8 Minor revision references to GARD & PARD removed Orig PD classified 6/8/99				7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)				11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity 1-Non-Sensitive <input checked="" type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 3-Critical Sensitive <input type="checkbox"/> 4-Special Sensitive <input type="checkbox"/>		13. Competitive Level Code	
								14. Agency Use	

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. U.S. Office of Personnel Management						
b. Department, Agency or Establishment						
c. Second Level Review						
d. First Level Review	Fish and Wildlife Biologist (FC: 51)	GS	0401	13		5/23/01
e. Recommended by Supervisor or Initiating Office						

16. Organizational Title of Position (if different from official title)	17. Name of Employee (if vacant, specify)

18. Department, Agency, or Establishment Department of the Interior		c. Third Subdivision	
a. First Subdivision U.S. Fish and Wildlife Service		d. Fourth Subdivision	
b. Second Subdivision Region 3		e. Fifth Subdivision	

19. Employee Review—This is an accurate description of the major duties and responsibilities of my position.	Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor		b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)	
Signature	Date	Signature	Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.	22. Position Classification Standards Used in Classifying/Grading Position Standard Position Description R399068 Fishery/Wildlife Biology Series GS-482/486 TS-101, 1/91
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Typed Name and Title of Official Taking Action J.T. WESTBERG Personnel Management Specialist		Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.	
Signature	Date		
	5/23/01		

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks FPL GS-13	DISTRIBUTION:	<input type="checkbox"/> Classification Copy
		<input type="checkbox"/> Supervisor's Copy
		<input type="checkbox"/> Employee's Copy
		<input type="checkbox"/> OPF Copy

25. Description of Major Duties and Responsibilities (See Attached)

Fish and Wildlife Biologist GS-401-13

INTRODUCTION

The Fish and Wildlife Service is a scientific agency responsible for specific federal programs requiring national leadership in the conservation of the Nation's fish and wildlife resources and environments.

The incumbent serves as key staff to the Assistant Regional Director (ARD)/Regional Chief NWRS (Chief) within the Fish and Wildlife Service. The incumbent will assist the ARD/Chief in implementing the Ecosystem Approach.

The position assists the ARD/Chief by taking responsibility for the ecosystem(s) assigned to the ARD/Chief, ensuring effective planning, budget formulation, facilitation between managers and other partners (internal and external) and performs critical functions that ensure cross-program and cross-ecosystem integration and coordination.

The Ecosystem Approach is the central most important policy direction of the Directorate and their desire is for the various ecosystem teams to succeed by providing improved support and direction for natural resource protection within a specific area of focus. This will involve coordination with program supervisors, various program field stations and their staff.

The primary purpose(s) of this position are: 1) to be the contact for and perform day-to-day coordination of several (1-3) ecosystem teams within the region and ecosystems that are shared with other regions and 2) provide staff support to the ARD/Chief.

MAJOR DUTIES

- Represents the ARD/Chief in development of ecosystem approach-related budgets and initiatives. This will include development of budget, translation of program budget into ecosystem budget and vice versa, and coordination with ecosystem teams in budget matters, as appropriate.
- Assists in development, implementation, and evaluation of regional and national strategies, policies, procedures, and guidance intended to facilitate implementation of the Service's Ecosystem Approach. This will include planning and collection and analysis of information on implementation of the Ecosystem Approach at the programmatic and ecosystem team levels to evaluate actual and potential effectiveness and the ability to achieve pertinent local, regional, and national goals and objectives.
- Serves as advocate for the Service's Ecosystem Approach and for expanded coordination and collaboration among activities of the Service's programs, ecosystem teams, and geographic areas, as well as among the Service and outside partners and stakeholders.
- Serves as an advocate for and represents assigned ecosystem teams and ARD/Chief in cross-ecosystem team and regional level discussions of budget, policy, and other issues associated with implementing the Service's Ecosystem Approach.
- Provides expert advice to the RD, DRD, ARDs/Chief, Program Supervisors, and others on matters associated with implementing the Service's Ecosystem Approach.
- Provide direct support to assigned ecosystem teams with such activities as planning, scheduling, and facilitating team meetings, developing strategic direction of the teams, assessing and improving team effectiveness, developing new and expanding existing partnerships, etc. This will involve working closely with staff of the ARDs/Chief, Program Supervisors, other Regions, and others, as appropriate.

- ARD/Chief provides support to the ARD/Chief and other members of the ARD's/Chief's staff, e.g., programmatic supervisors, to address issues within the ARD's/Chief's area of administration, as appropriate.

Factor 1: Knowledge Required by the Position

Professional knowledge of fish and wildlife resources and the management of those resources and all service program areas which are applicable to the duties and responsibilities in the position.

Practical understanding of Service operating programs, practices, and their interrelationship with regard to broad and diverse regional programs in fish and wildlife resource management and related research.

Thorough knowledge of agencies policies and procedures and applicable Federal statutes and legislation governing natural resources.

Thorough knowledge of Service Administrative and budgetary policies and procedures to develop a variety of integrated work plans and program schedules.

Knowledge of evaluation methods, procedures and techniques to perform program analysis and reporting functions.

Knowledge and skill to deal with diverse, complex, technical and/or administrative problems. Demonstrates an ability to apply precedents, pertinent policies, and procedures, and in modifying or developing new approaches or evaluating existing programs.

Factor 2: Supervisory Controls

Direction is received from the ARD/Chief in terms of broad objective and policies related to natural resource management. Accomplishments are reviewed for consistency with objectives and achievements. Incumbent works independently to define objectives or the plans and scope of an activity. Incumbent proposes solutions and recommendations, makes decisions and takes action which have considerable impact on program and ecosystem management.

Factor 3: Guidelines

Guidelines are available in the form of broad technical policies and planning objectives of top-level management, together with public policy expressed in controlling laws. Incumbent uses these guides together with a well rounded background in resource management and related areas to make decisions and recommendations affecting program and ecosystem activities. Guidelines are often inadequate to deal with the more novel approaches and problems associated with resource management. Incumbent is required to interpret and develop new or modified techniques to special situations in order to arrive at approaches, methods, and conclusions appropriate to actual resource and administrative problems.

Factor 4: Complexity

The incumbent is involved with a wide variety of assignments which include diverse and complex technical and administrative problems. Works within the broad framework of program and ecosystem activities to analyze complex problems and implement new concepts, plans, programs and methods. Incumbent is responsible for the development of methodology and standards, and for the exercise of leadership in coordinating multiple disciplines and negotiating controversial issues.

This position requires the incumbent to possess the ability to manage several complex and potentially sensitive issues at the same time. While supervised by the ARDs/Chief, the incumbent must be able to independently represent the ARD/Chief and interact with numerous individuals within this Region and outside/within this agency and outside/within federal government and outside.

Factor 5: Scope and Effect

Incumbent provides coordination activities with other programs and ecosystems as well as guidance to field offices in the ecosystems within the broad guidelines and activities. Coordinates activities to assure internal consistency of existing policies. Decisions and recommendations have considerable impact on regional programs and ecosystems because of political programs and administrative issues involved. The work directly influences the effectiveness and acceptability of regional goals, programs and activities.

Factor 6: Personal Contacts

The employee meets almost daily with other members of the Regional Office. Frequent contacts are made with service employees, employees in other Federal agencies as well as state and local governments, private and special interest groups, congressional contacts and the general public.

Communication and negotiation skills, combined with a sound knowledge of all the Service program areas is necessary to accomplish this job. This includes effective speaking, writing, and organization skills to carry out personal contacts.

Factor 7: Purpose of Contacts

The purpose of these contacts is the effective planning, coordination, execution and/or evaluation of programs and ecosystem activities including fish, wildlife, and natural resource management activities and projects. When meeting with groups of individuals with opposing views, the incumbent must resolve different viewpoints, minimize conflict and come to a mutually acceptable solution.

Factor 8: Physical Demands

The incumbent performs primarily sedentary activities. Occasionally there are requirements for extensive walking over a variety of terrains during the conduct of field level projects and evaluations. Moderate travel is expected to attend ecosystem team and various related meetings.

Factor 9: Work Environment

Most of the duties of this position are performed in an office environment. The position requires the ability to deal successfully with stressful situations. Incumbent is expected to perform all duties in a safe and orderly manner so as not to endanger self, others or property.